



**TADA
Rural
Support
Network**

Purpose

The purpose of this Code of Conduct is to provide Committee Member with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their obligations to (Insert name here). Committee members of (Insert Name here) serve as Trustees of the organisation.

A Committee Member must observe (Insert name here) Code of Conduct whenever s/he:

- (a) Conducts the business of (insert name here);
- (b) Conducts the business of the office to which s/he has been elected or appointed; or
- (c) Acts as a representative of (insert name here).

Organisational Values

Accountability

Everything (Insert name here) does will be able to stand the test of scrutiny by the public, the media, members, stakeholders, funders, and Government agencies.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within (Insert name here) and equally when dealing with individuals and institutions outside it.

Transparency

(Insert name here) seeks to maintain an atmosphere of openness throughout the organisation to promote the confidence of the beneficiaries and the public.

Commitment

Trustee must be committed to (insert name here) and to its objects and beneficiaries.

Competence

Trustees must bring competence to their role and are expected to develop this competence. Trustees must keep themselves aware of issues affecting the charity sector, the organisation and its charitable objects.

The Legal Framework

Trustees must act in accordance with the Constitution of the organisation, charity and general law.

Preparation and Attendance

Trustees must spend an appropriate amount of time reading papers and preparing for committee meetings.

Decision-making

Trustees must act and make decisions only in the best interests of (Insert name here) and present and future beneficiaries. Where trustees lack specific knowledge or experience, they should always seek professional advice.

Authority

Trustees are not executive directors and have no executive authority outside the Committee meetings except where specifically delegated by the Committee. Trustee decisions (except where delegated) are only made collectively at Committee meetings; trustees are jointly and severally responsible for their decisions. The authority to speak for the (Insert name here) lies with the public relations sub (Insert name here) (all queries should be forwarded to the sub (Insert name here)).

Corporate responsibility

Trustees are expected to support any Committee decisions outside Committee meetings. Committee decisions should be communicated to staff (where relevant), volunteers, beneficiaries and others in a unified and appropriate manner. Matters of a confidential nature must remain so outside the confines of the Committee. *Trustees are required not to act in any way deemed as being inappropriate bringing themselves or (Insert name here) into disrepute.*

Benefits

Trustees must not receive any financial or other benefit as a result of their trusteeship that is not specifically authorised in the constitution. Trustees must, within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Administrator of the existence and nature of that gift or hospitality.

Conflicts of interest

Trustees must not exert any influence based on their connection with (Insert name here) to obtain preferential treatment for themselves or others. Any conflict of interest must be declared at the earliest opportunity. *A trustee declaring such an interest must absent themselves from the Committee meeting during discussion of and decision about that item.*